

UNIT: \_\_\_\_\_

EFFECTIVE DATE: \_\_\_\_\_

S M T W TH F S

1	*2	3	4	5	6	7
8	9	10	11	12	13	14
15	*16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JANUARY

22 DAYS  
HRS WORKED  
HOLIDAY HRS  
TE USED  
TOTAL HRS

176  
160  
16  
\*4  
180  
+4

S M T W TH F S

						1
2	3	*4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1				

JULY

22 DAYS  
HRS WORKED  
HOLIDAY HRS  
TE USED  
TOTAL HRS

176  
170  
8  
\*2  
180  
+4

FEBRUARY

21 DAYS  
HRS WORKED  
HOLIDAY HRS  
TE USED  
TOTAL HRS

168  
150  
16  
\*4  
170  
+2

			1	2	3	4
5	6	7	8	9	10	11
12	*13	14	15	16	17	18
19	*20	21	22	23	24	25
26	27	28	1			

			2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

AUGUST

22 DAYS  
HRS WORKED  
HOLIDAY HRS  
TE USED  
TOTAL HRS

176  
180  
0  
0  
180  
+4

MARCH

22 DAYS  
HRS WORKED  
HOLIDAY HRS  
TE USED  
TOTAL HRS

176  
170  
0  
0  
170  
-6

				2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

HC EARNED

8

					4	2
3	*4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

SEPTEMBER

21 DAYS  
HRS WORKED  
HOLIDAY HRS  
TE USED  
TOTAL HRS

168  
150  
8  
\*2  
160  
-8

APRIL

21 DAYS  
HRS WORKED  
HOLIDAY HRS  
TE USED  
TOTAL HRS

168  
170  
0  
0  
170  
+2

						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1					

1	2	3	4	5	6	7
8	*9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

OCTOBER

22 DAYS  
HRS WORKED  
HOLIDAY HRS  
TE USED  
TOTAL HRS

176  
170  
8  
\*2  
180  
+4

MAY

22 DAYS  
HRS WORKED  
HOLIDAY HRS  
TE USED  
TOTAL HRS

176  
170  
8  
\*2  
180  
+4

		2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	*29	30	31			

			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	*23	24	25
26	27	28	29	30		

NOVEMBER

22 DAYS  
HRS WORKED  
HOLIDAY HRS  
TE USED  
TOTAL HRS

176  
170  
8  
\*2  
180  
+4

HC EARNED

16

JUNE

22 DAYS  
HRS WORKED  
HOLIDAY HRS  
TE USED  
TOTAL HRS

176  
170  
0  
0  
170  
-6

				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

					4	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	*25	26	27	28	29	30
31						

DECEMBER

21 DAYS  
HRS WORKED  
HOLIDAY HRS  
TE USED  
TOTAL HRS

168  
150  
8  
\*2  
160  
-8